**Arizona Department of Education**
Tom Horne, Superintendent of Public Instruction

# Essential Information for SAIS Coordinators

This three and a half hour presentation (9:00 AM – 12:30 PM) is intended to provide information and assistance for school and district personnel who coordinate the processes involved with submitting information to and reconciling results with the Arizona Department of Education's Student Accountability Information System (SAIS) for their agency. Due to the broad scope of topics, the presentation is likely to be of greater value to those who coordinate efforts related to SAIS on behalf of a school district or charter school and of less benefit to those who focus only on collecting and submitting specific data related to student participation in Special Education (SPED) and English Language Learner (ELL) programs.

The System Training and Response Team provides training and assistance throughout the year on SAIS related issues by offering a variety of workshop opportunities and by responding by telephone to user requests for support. Detailed information for those who must submit data for students who participate in SPED or ELL programs will be offered in workshops to be held beginning in October.

**Topics**

- Overview of ADE processing of SAIS data for purposes of calculating state aid

- Brief discussion of how SAIS data is used by units within ADE other than School Finance

- Procedures to request mid-year changes to the LEA Calendar

- Brief overview of ADE generated Student Detail Reports that have been placed into service since fall 2005

- General information regarding SAIS Online (i.e., allowable uses, requesting access, availability of training and assistance, common errors to avoid)

- What's new for FY07

  ◊ Changes and important details relating to the process of correcting previous year data in SAIS

  ◊ Details related to the definition of the first day of school membership for students

  ◊ Details related to determining and reporting FTE for Kindergarten students

  ◊ New aggregation procedures for Kindergarten students

  ◊ Overview of new SAIS data submission requirements for preschool students who participate in Early Childhood Block Grant, State Family Literacy, Title I Even Start or Migrant Education Even Start programs
    *Note – As a courtesy to those for whom this topic does not apply, it will be placed last on the agenda*.

  ◊ Overview of all other changes to SAIS data submission requirements for FY07

**Information for workshop participants**

- Pre–registration through use of the ADE "Calendar of Events" located at http://www.ade.az.gov/onlineregistration/calendar/RenderCalendar.asp is required.

- Workshop dates, times and locations are found on page 2.

- Please visit the STaR Team web site at http://www.ade.az.gov/schoolfinance/star to download the documents used to support this workshop. (Documents will be posted by September 8, 2006.)

- Sessions will begin promptly at 9:00 AM. Participants are asked to allow adequate time for travel, parking and locating the classroom.

# Essential Information for SAIS Coordinators

**All sessions are scheduled from 9:00 AM – 12:30 PM**

## Northern Region Workshop Locations

| | |
|---|---|
| Friday, September 22, 2006 | Flagstaff USD Board Room, 3285 E. Sparrow Ave., Flagstaff, AZ |
| Tuesday, September 26, 2006 | Yavapai County Ed. Service Agency Admin. Building Board Room, 1015 Fair St., Prescott, AZ |
| Thursday, September 28, 2006 | Kingman USD Board Room, 3033 MacDonald Ave., Kingman, AZ |
| Tuesday, October 3, 2006 | Holbrook USD Board Room, 1000 North 8th Ave., Holbrook, AZ |
| Wednesday, October 4, 2006 | Flagstaff USD Board Room, 3285 E. Sparrow Ave., Flagstaff, AZ |

## Central Region Workshop Locations

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|---|---|
| Tuesday, September 12, 2006 | Chandler USD Board Room, 1525 W. Fry Rd., Chandler, AZ |
| Wednesday, September 13, 2006 | Roosevelt ESD Board Room, 6000 S. 7th Street, Phoenix, AZ |
| Friday, September 15, 2006 | Arizona Department of Environmental Quality, Room 250, 1110 W. Washington, Phoenix, AZ |
| Tuesday, September 19, 2006 | Arizona Department of Education, Room 417, 1535 W. Jefferson, Phoenix, AZ |
| Friday, September 22, 2006 | Arizona Department of Economic Security, Flagstaff Room, 3161 N. 33rd Ave., Phoenix, AZ |

## Southern Region Workshop Locations

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| Thursday, September 14, 2006 | Graham County General Services Building Meeting Room, 921 Thatcher Blvd., Safford, AZ |
| Friday, September 15, 2006 | Sierra Vista USD Special Services Center, 3555 E. Fry Blvd., Sierra Vista, AZ |
| Monday, September 18, 2006 | Lee Instructional Resource Center (LIRC) Computer Lab, 2025 E. Winsett Street, Tucson, AZ |
| Tuesday, September 19, 2006 | Nogales USD Meeting Room, 310 W. Plum St., Nogales, AZ |
| Thursday, September 21, 2006 | Yuma Educational Technology Consortium Computer Lab, 596 S. 4th Ave., Yuma, AZ |
| Tuesday, September 26, 2006 | Lee Instructional Resource Center (LIRC) Computer Lab, 2025 E. Winsett Street, Tucson, AZ |

***For driving/parking directions, please click on:***
Directions to STaR Team Workshop Locations at http://www.ade.az.gov/schoolfinance/star